

Federal Personnel Manual System**FPM Letter** 298- 23

SUBJECT: Updated Reporting Instructions for the Monthly Report
of Full-time Equivalent/Work-Year Civilian Employment
(SF 113-G)

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* Supplement 298-2

RETAIN UNTIL SUPERSEDED

Washington, D. C. 20415
June 24, 1982

Heads of Departments and Independent Establishments:

1. In May 1981, the Office of Personnel Management issued FPM Bulletin 298-36 requesting a progress report from agencies on implementation of work-year ceilings for Fiscal Year 1982. These agency progress reports have been reviewed and a summary analysis of agency comments and issues of concern have been discussed and resolved with the Office of Management and Budget.
2. One of the items discussed with OMB included agency comments on how certain categories of employees are to be counted and reported on the SF 113-G. A list of these categories of employees and how they are to be reported on the SF 113-G is at attachment 1. The complete detailed updated reporting instructions are at attachments 2 through 6. These instructions are effective with report number 10 which covers the reporting period from June 27 - July 24, 1982 (unless an exception was granted) and is due August 15, 1982. Agencies need not make any adjustments to reports 1 thru 9 nor in column 4 reflecting work-years cumulative to end of report number 9 (i.e., June 26, 1982); however, agencies which have the capability may do so. For additional guidance to agencies, a list of edits for the SF 113-G is at attachment 7. Attachment 8 shows how certain categories of employees are to be reported under the current work-year ceiling.
3. The Federal Employees Part-time Career Employment Act of 1978 (5 U.S.C. 3404) requires agencies to count part-time permanent employees against personnel ceilings on a fractional basis which is determined by dividing 40 hours into the employee's regularly scheduled work week. The Office of Management and Budget has determined that this requirement is automatically met in those agencies operating under the full-time equivalent method of personnel ceiling accounting. Those Executive Branch agencies which are not subject to work-year ceilings must continue to submit data in compliance with the Federal Employees Part-time Career Employment Act of 1978. The data are as of September 30 of each year and are to be submitted as a supplement to the Monthly Report of Federal Civilian Employment (SF 113-A) in accordance with the instructions in attachments 11 and 12. (These instructions are under the same guidelines established by FPM Bulletin 298-23, dated April 11, 1980.) The first supplemental report is as of September 30, 1982, due October 15, 1982.
4. The successful implementation of these instructions and the work-year ceiling concept require continued close coordination and effort by the personnel, accounting, and ADP functions within your agency. Please assure that these updated instructions on preparing the Monthly Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G) are received in a timely manner by the appropriate management officials in your agency for implementation.

Inquiries: Compliance and Investigations Group, Office of Workforce Information,
Analysis and Statistics Division, Code (202) 254-7638

Code: 298, Federal Workforce Information Systems

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*Not yet issued.

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I cannot emphasize too strongly the importance of your timely reporting of these data which are critical to the successful management control and effective use of personnel resources both from the national perspective as well as for effective agency use. Your continued cooperation and involvement to ensure accurate and timely submissions are requested and appreciated.

A handwritten signature in dark ink, appearing to read 'Donald J. Devine', is positioned above the printed name.

Donald J. Devine
Director

Attachments (12)

Reporting of Certain Categories of Employees on the Monthly Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G)

In May 1981, the Office of Personnel Management issued FPM Bulletin 298-36 requesting a progress report from agencies on implementation of work-year ceilings for Fiscal Year 1982. One of the items requested in the progress report was "any definitional or coverage aspects not adequately addressed in current reporting instructions," namely those contained in FPM Letter 298-11. Agencies responded with questions on how certain categories of employees are to be counted and reported on the SF 113-G. A list of these categories of employees and how they should be reported on the SF 113-G is indicated below.

Military Leave

The work-year obligations of an employee who is placed on annual military leave to fulfill a service obligation are to be reported on the SF 113-G. The hours the employee is normally scheduled to work during periods of annual military leave should continue to be reported as straight-time leave hours like any other paid leave (e.g., annual and sick).

Injury Compensation

The hours of employees who receive on-the-job injury or illness and are in the situations listed below are reported as follows for employees:

- (a) who are in pay status for a period of up to 45 days pending approval by the Department of Labor for receipt of worker's compensation -

Report the employee in the appropriate employment line and the regular time hours normally worked as straight time hours.

- (b) who receive approval for worker's compensation within the 45 day period -

Exclude the employee from the appropriate employment line and employee's hours from the straight time hours line once approval for worker's compensation has been received from the Department of Labor and use of leave after approval date is scheduled to or actually exceed(s) 30 calendar days. (The approval date refers to the actual date on which approval is received and not the effective date of worker's compensation.) If the approval occurred during a reporting period, then the employee should still be reflected for that reporting period in the appropriate employment line and the regular time hours normally worked prior to the approval period are reported as straight time hours. Once the employee returns to work, report the employee in the appropriate employment line and the regular time hours normally worked as straight time hours.

- (c) who do not receive approval for worker's compensation within or after the 45 day period -

Report the employee in the appropriate employment line and the regular time hours normally worked as straight time hours.

- (d) who receive approval for worker's compensation after the 45 day period and the employee has "bought back" sick leave -

Same as b.

- (e) who receive approval for worker's compensation after the 45 day period and the employee does not "buy back" sick leave -

Same as b.

Interagency Transfers and Intraagency Movements

When there is a movement of an employee from one suborganization to another within the department or agency (e.g., movement from the Bureau of Economic Analysis (CM05) to Bureau of the Census (CM37) within the Department of Commerce) and the movement occurs during the middle of a reporting period, that employee should be reflected only once in the agencywide report, in the employment category line reflecting the employee during the last day of the reporting period. An employee who transfers from one agency or department to another during a reporting period (e.g., movement from Commerce (CM00) to Office of Personnel Management (OM00)) will be reported in the regular manner, that is, if an employee contributed to the hours worked for a given reporting period, then he/she should be reported in the proper employment category for that agency. This means that, if an employee transferred from one agency XX00 to another agency AA00 and worked 80 hours in agency XX00 and 80 hours in agency AA00 for report number 7, the employee's appropriate hours are reported in both XX00's and AA00's reports. In both cases involving movements within or between departments and agencies, to the extent possible, the reporting of hours should be reflected by the suborganization/department/agency in the appropriate hours category prior to and after the movement.

Change in Employee Status

Currently the SF 113-G instructions state that "any employee who changes status from one pay period to the next (e.g., from temporary to permanent) during a report period will be recorded (hours and employee count) in the line item reflecting his/her status during the last day of the reporting period." These instructions were included based on certain of the FY 1980 test agencies indicating that they could not determine the actual hours by pay period of employees who change status from one pay period to the next during a report period. For agencies which can actually determine the hours by pay period, the hours should be properly recorded in the appropriate employment category (since this will give a more accurate picture of work-year usage by employment category) and the employee count (column 1) should be reported according to his/her employment category status during the last day of the reporting period. Otherwise the employee (hours and employee count) should be reported according to his/her employment category status during the last day of the reporting period. (In this latter situation, an employee moving from a full-time to a part-time work schedule will have the FTP hours actually worked understated; for shifts from temporary to permanent status, on the other hand, the hours reported under FTP ceiling will be overstated.)

Intergovernmental Assignments

An employee who has an Intergovernmental Personnel Act (IPA) assignment and is assigned to a Federal position is to be reported on the SF 113-G. Count the employee and hours on the SF 113-G if the employee meets all three criteria:

- (a) assignment is from a state, local, or Tribal Government, institution of higher education, or other eligible organization, (b) is given a Federal appointment for more than 30 days, and (c) whose salary is funded at more than 50 percent by the Federal Government.

Interagency Details

If an employee is detailed to another agency (non-Intergovernmental Personnel Act where an agency may or may not be reimbursed for the hours worked by the employee detailed to another agency), then the agency that appointed the employee and has the employee's

personnel record is to count the employee and hours worked. That is, the appointing agency from which the employee is payrolled counts the employee whether or not the agency is reimbursed for the hours worked by the employee detailed to another agency.

Credit Hours

Some agencies have employees who earn credit hours. As defined in FPM Letter 620-2, "credit hours are those hours which, under a flexible schedule, are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a succeeding workweek or workday." Credit hours should be treated like compensatory time, that is, when an earned credit hour is taken, it should be reported as straight time.

Night Differential Pay

Some employees are paid at their rate of basic pay and also a night differential salary. If an employee has a basic workweek schedule which happens to also entitle him/her to night differential pay, then the hours worked should be reported as straight time hours. For example, if an employee has a regular basic workweek schedule from 8 o'clock p.m. to 4:30 a.m., then the eight hours should be reported as straight time hours. However, if an employee has a basic workweek schedule which does not entitle night differential pay and the employee works several hours which entitle night differential pay, then the hours of the employee's basic workweek should be reported as straight time hours and the hours worked where entitled to night differential pay should be reported as overtime. For example if an employee has a regular basic workweek schedule from 8 o'clock a.m. to 4:30 p.m. and also worked from 8 o'clock p.m. to 11:00 p.m., then the 8 hours of regular basic workweek would be reported as straight time hours and the 3 hours worked where earning night differential would be reported as overtime hours.

Holidays

There are some employees who work on holidays. The Office of Management and Budget wants to account for the hours worked on the holiday by employees normally not scheduled to work on holidays. For full-time and part-time employees, if the basic workweek of an employee includes holidays and the employee is not normally scheduled to work on holidays, then report the employee's (double time) hours as follows: (1) The employee works on the holiday -- Count the regular holiday hours paid as straight time. In addition, report the hours the employee worked on the holiday as "overtime;" (2) The employee does not work on the holiday -- Count the regular holiday hours paid as straight time. For intermittent employees, the hours worked on the holiday are reported as straight time. Regardless of work schedule, if the basic workweek of an employee includes holidays and the employee is regularly scheduled to work on holidays, then report the employee's hours as follows: (1) The employee works on the holiday -- Count the hours as straight time; (2) The employee does not work on the holiday -- If the employee is paid for the holiday, count the hours the employee normally would have worked as straight time.

Lump Sum Leave Hours When Employees Separate

The lump sum leave hours accrued by an employee at separation is excluded from ceilings and should not be reported on the SF 113-G.

Employees in Leave Status After Work Ceases

The employment and hours of employees carried on annual or sick leave after the last day of active duty specified in a reduction-in-force (RIF) notice are excluded from the SF 113-G. This applies also to employees on severance pay. All other employees (with the exception of those employees satisfying the criteria for exemption pending separation by disability or optional retirement) being carried on leave after the last day of actual work are to be reported on the SF 113-G.

Employees Who Work More Than 2,080 Straight Time Hours

Some agencies have employees with basic work weeks of straight time pay for more than 40 hours (e.g., foreign nationals overseas in AID, firefighters in Defense and Transportation, and law enforcement employees) and therefore have more than 2,080 hours per work-year. Whatever is considered their basic work week is reported as straight time hours. For example, fire fighter employees who are available for duty for 72 straight hours. During each 72-hour period they receive straight time pay for 54 hours, which is considered their basic work week. Therefore, the 54 hours is reported as straight time on the SF 113-G and time worked over 54 hours during the 72-hour period is reported as overtime. Agencies which have such employees should make sure that their OMB budget examiner is aware of these categories of employees and allow for them in setting agency's ceiling so that there will be no discrepancy between the method by which ceilings are set and reporting instructions.

Senior Executive Service Employees

For the purpose only of reporting ceiling data on the SF 113-G (and Section IV of the SF 113-A), the definition of permanent appointment has been revised to include employees who meet either one of the following conditions:

- (a) are in Tenure Group 1 or 2 as defined in the detailed instructions contained in attachment 2;
- (b) all Senior Executive Service (SES) employees except those serving under "limited term" and "limited emergency" appointments. (Essentially these are career and noncareer SES employees who were formerly coded in tenure groups 4, 5, 6, and 7; the change to tenure group 0 is consistent with the instructions reflected in FPM Supplement 296-33, "The Guide to Processing Personnel Actions").

Career Seasonal and Coop Employees

Some agencies have career seasonal employees and students employed under the Cooperative Education (Coop) Program. These employees are to be reported under the permanent appointment definition ceiling since they have tenure codes 1 or 2. As with employees who work more than 2,080 straight time hours, each agency should inform its OMB examiner of such employees so that OMB can adjust agency ceilings to properly accommodate these employees in agencies' ceilings.

INSTRUCTIONS FOR PREPARING THE MONTHLY REPORT OF FULL-TIME EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF 113-G)

1. General

Effective for the report period October 4, 1981 to October 31, 1981, (and for subsequent reporting periods as shown in Attachment 9), all agencies subject to presidential employment ceiling limitations will be required to report Federal civilian employment on a full-time equivalent (FTE) basis, using the Monthly Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G). This report covers the employment, hours, full-time equivalency work-years of Federal civilian employees subject to presidential ceilings.

This FPM Letter updates instructions to agencies for collecting and reporting Federal civilian employment data on a full-time equivalent basis. The detailed instructions which define the line items on the reporting form are in Attachment 3. The reporting form SF 113-G (Monthly Report of Full-time Equivalent/Work-Year Civilian Employment) is at Attachment 4. Attachment 5 is a completed form with illustrative data; Attachment 6 explains how the figures shown in Attachment 5 were obtained. A list of edits for the SF 113-G report is at Attachment 7. Attachment 8 shows how certain categories of employees are being reported under the current work-year ceiling.

One report is required from each department and agency which submits the SF 113-A Monthly Report of Federal Civilian Employment to the Office of Personnel Management (OPM). (SF 113-G reports are not required for bureaus or suborganizations within an agency. However, the overall agency report must reflect the same period covered for each bureau or suborganization.) Each report must be signed by a responsible official designated by the head of the agency.

If agencies employ non-U.S. citizens in U.S. territories and foreign countries two separate SF 113-G reports are required which show the following:

- (1) Total Work-Year Ceiling Employment (i.e., all direct hire Federal civilian officers and employees and direct hire nationals of foreign countries and U.S. territories in or under the United States Government (including Government-owned or controlled corporations) who are paid salaries, wages, or fees for the personal service they render.)
- (2) Total Direct Hire Non-Citizens in Foreign Countries and U.S. Territories.

For purposes of the SF 113-G report, exclude the following classes of employment (i.e., employment and hours):

1. Persons hired under non-personal service contracts, i.e., employees of private contractors.
2. Persons serving without pay such as experts and consultants who worked without pay or received payments only for their expenses (per diem in lieu of subsistence and/or travel expenses).
3. Employees on leave without pay, furlough, or suspension status. Once the employee returns to pay status, report the employee and hours in the appropriate employment line.
4. Employees carried on annual or sick leave after the last day of active duty specified in a reduction-in-force notice. This applies also to employees on

severance pay.

5. Workers hired informally "on the spot" without formal appointment procedures for short intervals of time to cope with fire, flood, and other extreme emergencies.
6. Non-appropriated fund employees such as canteen workers in Department of Defense.
7. District of Columbia Government employees.
8. All State, local and Indian Tribal Government employees and academic personnel who are:
 - a. on detail to Intergovernmental Personnel Act (IPA) mobility assignments with Federal agencies.
 - b. on IPA mobility assignments who have received Federal appointments under 5 U.S.C. 3374(a)(1) for assignments of 30 days or less.
9. All Federal employees who are on detail to State, local, and Indian Tribal Governments or institutions of higher education, or other eligible organizations where the organization to which an assignment is made reimburses the assigning Federal agency for at least 50 percent of an assigned employee's salary during the assignment.
10. Uniformed military personnel in Department of Defense and the U.S. Coast Guard.
11. All indirect hire employees such as those in Defense and State Department.

Exclude also persons and hours worked by those in nonceiling programs and other OMB-approved exemptions. Nonceiling employees include the following:

- (1) Summer Aids appointed under Schedule A authority, section 213.3102(v);
- (2) The Stay-in-School Program, employees appointed under Schedule A, section 213.3102 (w);
- (3) The Federal Junior Fellowship Program, employees appointed under Schedule B, section 213.3202 (f);
- (4) Persons in the Worker-Trainee Opportunity Program who are in developmental jobs (for a twelve-month period from date of appointment) who were selected from the Worker-Trainee register, appointed under the Veterans Readjustment Appointment (VRA) authority, or appointed under the Worker Trainee Temporary Appointment Pending Establishment of a Register (TAPER) authorization.
- (5) Employees on leave with pay pending separation by disability retirement who meet both of the following criteria:
 - (a) their application for disability retirement has been approved by the U.S. Office of Personnel Management; and
 - (b) their use of sick leave after approval date actually exceeds, or is scheduled to exceed 30 calendar days.

- (6) Employees on leave with pay pending separation by optional retirement who meet all five of the following criteria:
- (a) Employee has to retire because of ill health.
 - (b) Employee is on sick leave and the employing agency has received a licensed physician's certificate covering the entire period for which the employee has requested sick leave.
 - (c) Employee meets age and service requirements for optional retirement.
 - (d) SF 2801, Application for Retirement, has been submitted for retirement to become effective when sick leave expires.
 - (e) The employee's use of sick leave after approval date exceeds or is scheduled to exceed 30 calendar days.
- (7) Employees who receive on-the-job injury or illness and meet the following criteria:
- (a) approval for worker's compensation has been received from the Department of Labor (The approval date refers to the actual date on which approval is received and not the effective date of worker's compensation); and
 - (b) use of sick leave after approval date exceeds or is scheduled to exceed 30 calendar days.

This exemption applies regardless of whether the approval for worker's compensation was received within the 45 day period the employee was in pay status, or after the 45 day period and the employee has or has not "bought back" sick leave.

If the approval for worker's compensation (this also applies to disability and optional retirement) occurred during a reporting period, then the employee should still be reflected for that reporting period in the appropriate employment line and the regular time hours normally worked prior to the approval period are reported as straight time hours. Once the employee returns to work the employee is to be reported in the appropriate employment line and the regular time hours normally worked as straight time hours.

- (8) Those employees covered by any official exemptions granted by OMB to the agency.

Revisions to the current and any previous month's SF 113-G report should be provided to OPM as soon as possible. Minor revisions to reports can be handled by telephone; extensive corrections should be made by submitting a revised report.

2. Time Schedule for Reporting and Submitting FTE Data

The starting date for collecting full-time equivalent employment data for Fiscal Year 1982 is October 4, 1981. These data are to be collected within each agency over the 26 biweekly pay periods from October 4, 1981 through October 2, 1982. Attachment 9 is a schedule for FY 1982 showing the period to be covered by each report, and the date the report is due at OPM. Note that each report covers at least two biweekly pay periods ending prior to, and closest to the end of the calendar month. However, the ending date for the last report (covering August 22 to October 2) is an exception to

this pattern. (Most reports will cover 2 biweekly pay periods; a few reports will cover 3 biweekly pay periods.) Reports for subsequent fiscal years cover the same pattern (i.e., each report should cover at least two biweekly pay periods ending closest to the end of the month. Note that the report periods for the SF 113-G do not necessarily coincide with those for the SF 113-A.)

The schedule shown on attachment 9 applies to all agencies regardless of their pay period cycles. (Note: For planning purposes, a time schedule for reporting FY 83 data is also included.) Agencies may estimate their employment and hour data to meet the scheduled pay period coverage. The end of fiscal year report should, however, reflect the actual number of work-years used during the period being reported and for the entire fiscal year.

Exceptions may be granted if an agency cannot provide data in precise accordance to the schedule shown in attachment 9, either for the period to be covered by each report, or by the 15th of the month due date for each report. All requests for exceptions must be in writing. Requests for extensions to the 15th of the month report due date or changes in the period to be covered by each report should be directed to: Assistant Director for Work Force Information, Office of Personnel Management (Room 5429), Washington, D.C. 20415. Request for ceiling exemption of certain groups of employees should be directed to: Director, Office of Management and Budget, Washington, D.C. 20503.

The Monthly Report of Full-time Equivalent/Work-Year Civilian Employment is due along with the SF 113-A on or before the 15th of the month which follows the end of the reporting period (e.g., the January report is due February 15), and is to be submitted to:

Office of Personnel Management
Work Force Analysis and Statistics Division
Surveys and Information Branch
1900 E Street, N.W.,
Washington, D.C. 20415
(Stop 227)
Attention: SF 113-G, Room 6441

3. Characteristics of FTE Ceilings

Beginning with Fiscal Year 1982, agencies are to manage their work force based on the work-year ceilings provided by the Office of Management and Budget. For most Executive Branch agencies, the work-year ceilings have replaced the current end-of-year personnel ceilings based on positions. Agencies are currently reporting headcount employment related to ceiling in Section IV, Employment Ceiling Data of the Monthly Report of Federal Civilian Employment (SF 113-A). Agencies are required to continue to do so even though their ceiling will no longer be controlled on the end-of-year employment figure. Effective with the October 1981 SF 113-A report, line 30 "Full-time in Permanent Positions" was replaced with "Full-time with Permanent Appointments." Detailed reporting instructions on this change on the SF 113-A was issued in FPM Letter 298-17, "Updating of Instructions for Preparation of the Monthly Report of Federal Civilian Employment (SF 113-A) Effective October 1981 and January 1982" dated September 24, 1981. Further instructions revising the permanent appointment definition in Section IV of the SF 113-A will be issued in a separate FPM letter.

OMB will issue two work-year ceilings. One will cover total employment subject to ceiling, and the second will cover full-time permanent appointment employment (i.e.,

full-time employees with tenure codes 1, 2, full-time Senior Executive Service employees except those serving under "limited term" and "limited emergency" appointments (prior to January 1, 1982, these employees were coded 4, 5, 6, and 7). These ceilings will represent the maximum cumulative number of hours that can be worked by the covered employees during October 4, 1981 through October 2, 1982. These ceilings will apply to straight time only and will be in terms of work-years (i.e., based on 2,080 hours per work-year). They will apply to types of appointments rather than positions. As in the case of funding levels, they will be developed on the basis of workload needs throughout the year, taking into account seasonal fluctuations and other variations in employment levels. They will exclude hours paid at overtime rates, terminal leave hours, and hours worked and earned as compensatory time. (When earned compensatory time is taken, it should be reported as straight time.) Further guidelines under the FTE employment controls have been issued by the Office of Management and Budget.

4. Obtaining SF 113-G Forms

Local reproduction of the SF 113-G is not authorized. Standard Form 113-G may be obtained from the General Services Administration, Federal Supply Service.

Agencies may order the forms from GSA via the FEDSTRIP/MILSTRIP system. The National Stock Number is 7540-01-098-1231.

Agencies which have automated systems may provide computer generated hard copy submissions as long as the format is the same as the SF 113-G. The computer generated submission should state that it is in the SF 113-G format, but must not actually state that it is an SF 113-G. Exception requests are not necessary (FPMR 101-11.806-1) if the format is not identified as an SF 113-G.

5. Agency Contact Notification

The importance of timely submissions of the SF 113-G report cannot be overstressed. To keep a line of communication between agency personnel and the staff of Office of Personnel Management, each agency should notify OPM using the format of Attachment 10, of personnel responsible for the SF 113-G report. This format should be used whenever there is a change in personnel responsible for the SF 113-G report.

6. This is an interagency report as defined in FPMR 101-11.11. The NARS approval number is 0250-OPM-M0.

DEFINITION OF LINE ITEMS ON THE MONTHLY REPORT OF FULL-TIME
EQUIVALENT/WORK-YEAR CIVILIAN EMPLOYMENT (SF 113-G)

Definition of Lines

Line 1a. Total Paid Ceiling Employment

Show data for employees (including direct hire nationals of foreign countries and U.S. territories) covered by presidential work-year ceilings, who receive pay for any part of the pay periods reported, including those on paid vacation, paid sick leave, and persons who have separated from the agency during the current reporting period.

Injury Compensation

The hours of employees who receive on-the-job injury or illness and are in the situations listed below are reported as follows for employees:

- (a) who are in pay status for a period of up to 45 days pending approval by the Department of Labor for receipt of worker's compensation -

Report the employee in the appropriate employment line and the regular time hours normally worked as straight time hours.

- (b) who receive approval for worker's compensation within the 45 day period -

Exclude the employee from the appropriate employment line and employee's hours from the straight time hours line once approval for worker's compensation has been received from the Department of Labor and use of leave after approval date is scheduled to or actually exceed 30 calendar days. (The approval date refers to the actual date on which approval is received and not the effective date of worker's compensation.) If the approval occurred during a reporting period, then the employee should still be reflected for that reporting period in the appropriate employment line and the regular time hours normally worked prior to the approval period are reported as straight time hours. Once the employee returns to work, report the employee in the appropriate employment line and the regular time hours normally worked as straight time hours.

- (c) who do not receive approval for worker's compensation within or after the 45 day period -

Report the employee in the appropriate employment line and the regular time hours normally worked as straight time hours.

- (d) who receive approval for worker's compensation after the 45 day period and the employee has "bought back" sick leave -

Same as b.

- (e) who receive approval for worker's compensation after the 45 day period and the employee does not "buy back" sick leave -

Same as b.

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When there is a movement of an employee from one suborganization to another within the

department or agency (e.g., movement from the Bureau of Economic Analysis (CM05) to Bureau of the Census (CM37) within the Department of Commerce) and the movement occurs during the middle of a reporting period, that employee should be reflected only once in the agencywide report, in the employment category line reflecting the employee during the last day of the reporting period. An employee who transfers from one agency or department to another during a reporting period (e.g., movement from Commerce (CM00) to Office of Personnel Management (OM00)) will be reported in the regular manner, that is, if an employee contributed to the hours worked for a given reporting period, then he/she should be reported in the proper employment category for that agency. This means that if an employee transferred from one agency XX00 to another agency AA00 and worked 80 hours in agency XX00 and 80 hours in agency AA00 for report number 7, then the employee's appropriate hours are reported in both XX00's and AA00's reports. In both cases involving movements within or between departments and agencies, to the extent possible, the reporting of hours should be reflected by the suborganization/department/agency in the appropriate hours category prior to and after the movement.

Change in Employee Status

For agencies that can actually determine the hours by pay period of an employee who changes status from one pay period to the next (e.g., from temporary to permanent), the hours should be properly recorded in the appropriate employment category (since this will give a more accurate picture of work-year usage by employment category) and the employee count (column 1) should be reported according to his/her employment category status during the last day of the reporting period. Otherwise the employee (hours and employee count) should be reported according to his/her employment category status during the last day of the reporting period. (In this latter situation, an employee moving from a full-time to a part-time work schedule will have the FTP hours actually worked understated; for shift from temporary to permanent status, on the other hand, the hours reported under FTP ceiling will be overstated.)

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- (a) assignment is from a state, local, or Tribal Government, institution of higher education, or other eligible organization, (b) is given a Federal appointment for more than 30 days, and (c) whose salary is funded at more than fifty percent by the Federal Government.

Interagency Details

If an employee is detailed to another agency (non-Intergovernmental Personnel Act where an agency may or may not be reimbursed for the hours worked by the employee detailed to another agency), then the agency that appointed the employee and has the employee's personnel record is to count the employee and hours worked. That is, the appointing agency from which the employee is payrolled counts the employee whether or not the agency is reimbursed for the hours worked by the employee detailed to another agency.

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The employment and hours of employees carried on annual or sick leave after the last day of active duty specified in a reduction-in-force (RIF) notice are excluded from the SF 113-G. This applies also to employees on severance pay. All other employees (with the exception of those employees satisfying the criteria for exemption pending separation by disability or optional retirement) being carried on leave after the

last day of actual work are to be reported on the SF 113-G.

Career Seasonal and Coop Employees

Some agencies have career seasonal employees and students employed under the Cooperative Education (COOP) Program. These employees are to be reported against the permanent appointment definition ceiling since they have tenure codes 1 or 2. As with employees who work more than 2,080 straight time hours, each agency should inform its OMB examiner of such employees so that OMB can adjust agency ceilings to properly accommodate these employees in agencies' ceilings.

Lines (b) and (c)

As shown with each of the 7 employment categories (i.e., with lines 1a, 2a, 3a, etc.), straight time means hours of work for which employees are paid at their rate of basic pay. Include hours paid for annual, sick, holiday, military and other paid leave.

Straight-time hours exclude hours paid at overtime rates, terminal leave hours (i.e., lump sum leave hours accrued by an employee at separation, and hours of employees meeting criteria for exemption by disability or optional retirement), and hours earned as compensatory time. (When earned compensatory time is taken, it should be reported as straight time at the time it is taken. When earned compensatory time is not taken but is paid at overtime rates, then the hours paid should be reported as overtime.)

Some agencies have employees who earn credit hours. As defined in FPM Letter 620-2, "credit hours are those hours which, under a flexible schedule, are in excess of an employee's basic work requirement and which the employee elects to work so as to vary the length of a succeeding workweek or workday." Credit hours should be treated like compensatory time, that is, when an earned credit hour is taken, it should be reported as straight time.

Hours worked by part-time employees which are in excess of their part-time tour of duty but not in excess of eight hours in a day or 40 hours in a week should be reported as straight time.

Straight-time hours include hours in excess of 8 hours per day worked by employees in agencies on flexitime schedules (e.g., 4 day workweek) where hours in excess of 8 hours per day are not considered overtime.

Overtime is hours of work in excess of 8 hours in a day (excluding hours in excess of 8 hours per day worked by employees in agencies on flexitime schedules where hours in excess of 8 hours per day are not considered overtime) or in excess of 40 hours in an administrative work-week. For reference on hours of duty, pay and leave, see Federal Personnel Manual Supplement 990-2.

Note that the straight time and overtime lines should include both: (1) hours worked by employees comprising the current active work force, and (2) hours worked by employees who separated from the agency during the current reporting period.

Employees Who Work More Than 2,080 Straight Time Hours

Some agencies have employees with basic work weeks of straight time pay for more than 40 hours (e.g., foreign nationals overseas in AID, firefighters in Defense and Transportation, and law enforcement employees) and therefore have more than 2,080 hours per work-year. Whatever is considered their basic work week is reported as straight time hours. For example, fire fighter employees who are available for duty for 72 straight

hours. During each 72-hour period they receive straight time pay for 54 hours, which is considered their basic work week. Therefore, the 54 hours is reported as straight time on the SF 113-G and time worked over 54 hours during the 72-hour period is reported as overtime. Agencies which have such employees should make sure that their OMB budget examiner is aware of these categories of employees and allow for them in setting their agency's ceiling so that there will be no discrepancy between the method by which ceilings are set and reporting instructions.

Night Differential Pay

Some employees are paid at their rate of basic pay and also a night differential salary. If an employee has a basic workweek schedule which happens to also entitle him/her to night differential pay, then the hours worked should be reported as straight time hours. For example, if an employee has a regular basic workweek schedule from 8 o'clock p.m. to 4:30 a.m., then the eight hours should be reported as straight time hours. However, if an employee has a basic workweek schedule which does not entitle night differential pay and the employee works several hours which entitle night differential pay, then the hours of the employee's basic workweek should be reported as straight time hours and the hours worked where entitled to night differential pay should be reported as overtime. For example if an employee has a regular basic workweek schedule from 8 o'clock a.m. to 4:30 p.m. and also worked from 8 o'clock p.m. to 11:00 p.m., then the 8 hours of regular basic workweek would be reported as straight time hours and the 3 hours worked where earning night differential would be reported as overtime hours.

Holidays

There are some employees who work on holidays. The Office of Management and Budget wants to account for the hours worked on the holiday by employees normally not scheduled to work on holidays. For full-time and part-time employees, if the basic workweek of an employee includes holidays and the employee is not normally scheduled to work on holidays, then report the employee's (double time) hours as follows: (1) The employee works on the holiday -- Count the regular holiday hours paid as straight time. In addition, report the hours the employee worked on the holiday as "overtime;" (2) The employee does not work on the holiday -- Count the regular holiday hours paid as straight time. For intermittent employees, the hours worked on the holiday are reported as straight time. Regardless of work schedule, if the basic workweek of an employee includes holidays and the employee is regularly scheduled to work on holidays, then report the employee's hours as follows: (1) The employee works on the holiday -- Count the hours as straight time; (2) The employee does not work on the holiday -- If the employee is paid for the holiday, count the hours the employee normally would have worked as straight time.

Line 2a. Full-Time With Permanent Appointments

Show on line 2a data for employees (including direct hire nationals in foreign countries and U.S. territories) included in line 1a who are full-time and meet either one of the following conditions: (See FPM Supplements 292-1 and 296-33 for specific use and definitions of Tenure Group codes.)

(1) are in Tenure Group 1 or 2 as defined below:

Tenure Group 1: Competitive Service - Tenure Group 1 includes employees serving under career appointments who either have completed initial appointment probation or are not required to serve initial appointment probation.

Excepted Service - Tenure Group 1 includes employees whose appointment carries no restriction or condition such as conditional, indefinite or specific time limitation, or trial period.

Tenure Group 2: Competitive Service - Tenure Group 2 includes employees serving under career-conditional appointments, and career employees serving initial appointment probation.

Excepted Service - Tenure Group 2 includes employees who are serving trial periods, or whose tenure is equivalent to career-conditional tenure in the competitive service in agencies that use that type of appointment system.

- (2) all Senior Executive Service (SES) employees except those serving under "limited term" and "limited emergency" appointments.

For purposes of this report, "permanent appointments" consist of Tenure Groups 1, 2, and all SES employees except those serving under "limited term" and "limited emergency" appointments. "Temporary and indefinite appointments" consist of all other employees.

Line 3a. Other Employment

Include entries for: full-time employees with temporary or indefinite appointments; part-time employees with either permanent, temporary, or indefinite appointments; and intermittent employees with either permanent, temporary, or indefinite appointments.

For column 1, lines 2a plus 3a should add to 1a and lines 4a, 5a, 6a, and 7a should add to 3a. For columns 2 thru 4, because of independent rounding, lines 2a plus 3a may not add exactly to 1a and lines 4a, 5a, 6a, and 7a may not exactly add to 3a.

Line 4a. Part-Time with Permanent Appointments

Show data for employees (including direct hire nationals of foreign countries and U.S. territories) included in line 3a who are part-time and have permanent appointments as defined in line 2a.

Line 5a. Part-Time with Temporary and Indefinite Appointments

Show data for employees included in line 3a who are part-time and have temporary or indefinite appointments. The sum of lines 4a and 5a should equal the total number of part-time employees.

Line 6a. Full-time with Temporary and Indefinite Appointments

Show data for employees included in line 3a who are full-time and have temporary or indefinite appointments. Lines 2a and 6a should equal the total number of full-time employees.

Line 7a. Intermittent

Show data for employees (regardless of type of appointment) included in line 3a who have no prescheduled tour of duty (i.e., usually employed on an irregular or occasional basis).

Definition of Columns

Column 1. Employment/Hours

In column 1, each line (a) entry will show the number of employees in the specified category (e.g., full-time with permanent appointments) who contributed to the hours worked during the current reporting period.

Each line (b) entry, i.e., straight time, will show the number of hours associated with the specified category of employees at their rate of basic pay during the current reporting period. This includes hours paid for as annual, sick, holiday, military and other paid leave.

Each line (c) entry, i.e., overtime, will show the number of hours worked by the specified category of employees in excess of 8 hours in a day or in excess of 40 hours in an administrative work-week during the current reporting period. Since FTE reporting to OPM is structured around two (or occasionally three) biweekly pay periods, those agencies conducting alternative work schedule experiments should report in the same manner outlined herein. For reference on hours of duty, pay and leave, see Federal Personnel Manual Supplement 990-2.

Each line (b) and line (c) entry in column 1 should be rounded to whole hours.

Column 2. Full-Time Equivalent for Current Reporting Period

The full-time equivalent is the number of full-time employees it would take to work the total number of hours worked by all employees during the current reporting period regardless of work schedules. In column 2, each line (a) entry is the sum of the line (b) and (c) entries immediately following.

Each entry (b) is obtained by dividing the corresponding line (b) entry in column 1 by the number of hours in the full-time work schedule for the current reporting period (e.g., 160 hours for 2 biweekly pay periods consisting of 40-hour administrative work-weeks or 240 hours for 3 biweekly pay periods consisting of 40-hour administrative work-weeks).

Each line (c) entry is obtained by dividing the corresponding line (c) entry in column 1 by the number of hours in the full-time work schedule for the current reporting period.

When computing entries for column 2, round to the nearest whole number. See the example for line 1b of column 2 in Attachment 6.

Column 3. Work-Years, Current Reporting Period

These entries represent the number of work-years associated with ceiling employees during the current reporting period.

In column 3, each line (a) entry is the sum of the line (b) and (c) entries immediately following. Each line (b) entry is obtained by dividing the corresponding line (b) entry in column 1 by 2,080; the line (c) entries for column 3 are obtained similarly.

When computing entries for column 3, carry the divisions to 3 decimal places and round to 2 places. See the example for line 1b of column 3 in Attachment 6.

Column 4. Cumulative Work-Years to End of Current Period

These entries represent the number of work-years associated with ceiling employees

since the start of the first reporting period of the work-year to the end of the current reporting period.

The cumulative portion of the report should reflect any revisions/corrections that were not reported in previous month's reports. The cumulative portion of the report at the end of the reporting year should normally agree with the totals in the reports submitted over the twelve month period. However, since this may not be possible because of many revisions/corrections made to any previous month's reports, the final fiscal year end report will be the definitive one and reflect all work-years used during the fiscal year.

Entries in column 4 on lines 1b and 2b, are the only amounts reported that are subject to presidential work-year ceilings.

Entry on line 3b is the derived or "other" ceiling. Agencies must not exceed their Total (1b) and Full-time with Permanent Appointment (2b) ceiling. However, agencies may exceed their "other" (3b) ceiling as long as they are under both their Total and Full-time with Permanent Appointment Ceiling.

When computing entries for column 4, carry the divisions to 3 decimal places and round to 2 places. See the example for line 1b of column 4 in Attachment 6.

Column 5. Work-Year Ceiling

In column 5, entries will be shown only on lines 1b, 2b, and 3b. The figures on lines 1b and 2b which are the work-year ceilings assigned by the Office of Management and Budget, will remain constant for each reporting period unless a change has been approved by the Office of Management and Budget. (Where such a ceiling change occurs, the agency SF 113-G report should be so annotated.)

Monthly Report of Full-Time Equivalent / Work-Year Civilian Employment

Department or Agency	Agency Code	Employment Coverage		Reporting Period (MM, DD, YY)		No. of Pay Periods Covered		Report Number
		(1) Noncitizens Overseas	(2) Agencywide	From	To	This Report	FY to Date	
Employment/Hours Category	Employment and Hours (1)	Full-Time Equivalent Employment for Current Period (2)		Current Period (3)	Cumulative to End of Current Pay Period (4)	Ceiling (5)		
1a. Total Paid Ceiling Employment.....								
b. Straight Time.....								
c. Overtime.....								
2a. Full-Time with Permanent Appointment.....								
b. Straight Time.....								
c. Overtime.....								
3a. Other Employment.....								
b. Straight Time.....								
c. Overtime.....								
4a. Part-Time with Permanent Appointment.....								
b. Straight Time.....								
c. Overtime.....								
5a. Part-Time with Temporary and Indefinite Appt.....								
b. Straight Time.....								
c. Overtime.....								
6a. Full-Time with Temporary and Indefinite Appt.....								
b. Straight Time.....								
c. Overtime.....								
7a. Intermittent.....								
b. Straight Time.....								
c. Overtime.....								
Certified by (Signature)	Official Position			Location	Telephone Number	Date		

Monthly Report of Full-Time Equivalent / Work-Year Civilian Employment

Department or Agency		Agency Code		Employment Coverage		Reporting Period (MM, DD, YY)		No. of Pay Periods Covered		Report Number
Dept. of Government		G	0	(1) Noncitizens Overseas	(2) Agencywide	From	To	This Report	FY to Date	6
Employment/Hours Category		Employment and Hours (1)		Full-Time Equivalent Employment for Current Period (2)		Work-Years				
						Current Period (3)	Cumulative to End of Current Pay Period (4)			Ceiling (5)
1a. Total Paid Ceiling Employment.....		120,511		120,800		9,292.29	55,769.23			
b. Straight Time.....		18,834,800		117,718		9,055.19	54,807.69			118,600
c. Overtime.....		493,172		3,082		237.10	961.54			
2a. Full-Time with Permanent Appointment.....		81,328		83,727		6,440.57	38,269.23			
b. Straight Time.....		13,012,480		81,328		6,256.00	37,500.00			81,600
c. Overtime.....		383,904		2,399		184.57	769.23			
3a. Other Employment.....		39,183		37,073		2,851.72	17,500.00			
b. Straight Time.....		5,822,320		36,390		2,799.19	17,307.69			37,000
c. Overtime.....		109,268		683		52.53	192.31			
4a. Part-Time with Permanent Appointment.....		3,576		1,971		151.61	923.07			
b. Straight Time.....		286,080		1,788		137.54	865.38			
c. Overtime.....		29,268		183		14.07	57.69			
5a. Part-Time with Temporary and Indefinite Appt.....		2,011		1,006		77.35	463.94			
b. Straight Time.....		160,880		1,006		77.35	461.54			
c. Overtime.....		---		---		---	2.40			
6a. Full-Time with Temporary and Indefinite Appt.....		10,523		10,523		809.46	4,907.70			
b. Straight Time.....		1,683,680		10,523		809.46	4,903.85			
c. Overtime.....		---		---		---	3.85			
7a. Intermittent.....		23,073		23,573		1,813.31	11,205.29			
b. Straight Time.....		3,591,680		23,073		1,774.85	11,076.92			
c. Overtime.....		80,000		500		38.46	128.37			
Certified by (Signature)		Official Position		Location		Telephone Number		Date		
		Director of Personnel		Wash. D.C.		632-5000		4/10/82		

Procedures for Calculating Figures for Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment Shown at Attachment 5

Employment/Hours Category Line	Employment/Hours, FTE, and Work-Years For Current Reporting Period			Work-Years Cumulative to End of Current Period c/ (4)
	Employment and Hours (1)	Full-Time Equivalent Employment (2)	Work-Years (3)	
1a. Total Paid Ceiling Employment	120,511 equals total number paid during current reporting period, including persons who separated during current period	120,800 equals the sum of lines 1b and 1c of this column	9,292.29 equals the sum of lines 1b and 1c of this column	55,769.23 equals the sum of lines 1b and 1c of this column
1b. Straight Time	18,834,800 equals hours of work performed by full-time, part-time, and intermittent employees at their rate of basic pay. The sum of lines 2b and 3b should equal line 1b.	117,718 equals line 1b, column 1 or $\frac{18,834,800}{160 \text{ a/}}$	9,055.19 equals line 1b, column 1 or $\frac{18,834,800}{2,080 \text{ b/}}$ 18,834,800 = 9,055.192 $\frac{2,080 \text{ b/}}{2,080}$ (rounded to two decimal places)	54,807.69 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period (in this example 6 months) by employees in 1a divided by 2,080
1c. Overtime	493,172 equals hours of work in excess of 8 hours in a day, or 40 hours in an administrative work-week. The sum of lines 2c and 3c should equal line 1c.	3,082 equals line 1c, column 1 or $\frac{493,172}{160 \text{ a/}}$	237.10 equals line 1c, column 1 or $\frac{493,172}{2,080 \text{ b/}}$	961.54 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 1a divided by 2,080

a/ 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b/ 2,080 equals the number of hours in one work-year.

c/ Time span since the start of the first reporting period to the end of the current reporting period is six months.

Procedures for Calculating Figures for Monthly Report of Full-time Equivalent/Work-Year Civilian Employment Shown at Attachment 5

Employment/Hours, FTE, and Work-Years For Current Reporting Period			
Employment/Hours Category Line	Employment and Hours (1)	Full-Time Equivalent Employment (2)	Work-Years (3)
			Work-Years Cumulative to End of Current Period c/ (4)
2a. Full-time With Permanent Appointment	81,328 equals number of full-time employees with tenure codes 1 and 2, all SES employees except those serving under "limited term" and "limited emergency" appointments who contributed to hours worked during current reporting period	83,727 equals the sum of lines 2b and 2c of this column	38,269.23 equals the sum of lines 2b and 2c of this column
2b. Straight Time	13,012,480 equals hours of work performed at their rate of basic pay by employees in 2a	81,328 equals line 2b, column 1 or $\frac{13,012,480}{160 \text{ a/}}$	6,256.00 equals line 2b, column 1 or $\frac{13,012,480}{2,080 \text{ b/}}$
2c. Overtime	383,904 equals overtime hours of employees in line 2a as defined in line 1c, column 1	2,399 equals line 2c, column 1 or $\frac{383,904}{160 \text{ a/}}$	184.57 equals line 2c, column 1 or $\frac{383,904}{2,080 \text{ b/}}$

a/ 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b/ 2,080 equals the number of hours in one work-year.

c/ Time span since the start of the first reporting period to the end of the current reporting period is six months.

Procedures for Calculating Figures for Monthly Report of Full-time Equivalent/Work-Year Civilian Employment Shown at Attachment 5

Employment/Hours Category Line	Employment/Hours, FTE, and Work-Years For Current Reporting Period			
	Employment and Hours (1)	Full-Time Equivalent Employment (2)	Work-Years (3)	Work-Years Cumulative to End of Current Period c/ (4)
3a. Other Employment	39,183 equals number of: part-time employees with permanent appointments; part-time employees with temporary and indefinite appointments; full-time employees with temporary and indefinite appointments; and intermittent employees who contributed to hours worked during current reporting period	37,073 equals the sum of lines 3b and 3c of this column	2,851.72 equals the sum of lines 3b and 3c of this column	17,500.00 equals the sum of lines 3b and 3c of this column
3b. Straight time	5,822,320 equals hours of work performed at their rate of basic pay by employees in 3a. The sum of lines 4b, 5b, 6b, and 7b should equal line 3b	36,390 equals line 3b, column 1 or $\frac{160 \text{ a/}}{5,822,320}$ $\frac{160 \text{ a/}}{2,080 \text{ b/}}$	2,799.19 equals line 3b, column 1 or $\frac{2,080 \text{ b/}}{5,822,320}$ $\frac{2,080 \text{ b/}}{2,080}$	17,307.69 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 3a divided by 2,080
3c. Overtime	109,268 equals overtime hours of employees in line 3a as defined in line 1c, column 1. Line 4c, 5c, 6c, and 7c should equal line 3c	683 equals line 3c, column 1 or $\frac{160 \text{ a/}}{109,168}$ $\frac{160 \text{ a/}}{2,080 \text{ b/}}$	52.53 equals line 3c, column 1 or $\frac{2,080 \text{ b/}}{109,268}$ $\frac{2,080 \text{ b/}}{2,080}$	192.31 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 3a divided by 2,080

a/ 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b/ 2,080 equals the number of hours in one work-year.

c/ Time span since the start of the first reporting period to the end of the current reporting period is six months.

Procedures for Calculating Figures for Monthly Report of Full-time Equivalent/Work-Year Civilian Employment Shown at Attachment 5

Employment/Hours, FTE, and Work-Years For Current Reporting Period			
Employment/Hours Category Line	Employment and Hours (1)	Full-Time Equivalent Employment (2)	Work-Years Cumulative to End of Current Period c/ (4)
4a. Part-time with Permanent Appointment	3,576 equals number of part-time employees with tenure codes 1 and 2, all SES employees except those serving under "limited term" and "limited emergency" appointments who contributed to hours worked during current reporting period	1,971 equals the sum of lines 4b and 4c of this column	923.07 equals the sum of lines 4b and 4c of this column
4b. Straight Time	286,080 equals hours of work performed at their rate of basic pay by employees in 4a	1,788 equals line 4b, column 1 or $\frac{160 \text{ a/}}{286,080}$	865.38 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 4a divided by 2,080
4c. Overtime	29,268 equals overtime hours of employees in line 4a as defined in line 1c, column 1	183 equals line 4c, column 1 or $\frac{160 \text{ a/}}{29,268}$	57.69 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 4a divided by 2,080
a/	160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)		
b/	2,080 equals the number of hours in one work-year.		
c/	Time span since the start of the first reporting period to the end of the current reporting period is six months.		

Procedures for Calculating Figures for Monthly Report of Full-time Equivalent/Work-Year Civilian Employment Shown at Attachment 5

Employment/Hours, FTE, and Work-Years For Current Reporting Period				
Employment/Hours Category Line	Employment and Hours (1)	Full-Time Equivalent Employment (2)	Work-Years (3)	Work-Years Cumulative to End of Current Period c/ (4)
5a. Part-time with Temporary and Indefinite Appointment	2,011 equals number of part-time employees with tenure code 3, with tenure 0 who are not per- manent SES employees who contributed to hours worked during current reporting period. Lines 4a and 5a should equal the total number of employees with a part-time work schedule	1,006 equals the sum of lines 5b and 5c of this column	77.35 equals the sum of lines 5b and 5c of this column	463.94 equals the sum of lines 5b and 5c of this column
5b. Straight Time	160,880 equals hours of work performed at their rate of basic pay by employees in 5a	1,006 equals $\frac{\text{line 5b, column 1 or } 160 \text{ a/}}{160 \text{ a/}}$ 160,880 $\frac{160 \text{ a/}}{160 \text{ a/}}$	77.35 equals $\frac{\text{line 5b, column 1 or } 2,080 \text{ b/}}{2,080 \text{ b/}}$ 160,880 $\frac{2,080 \text{ b/}}{2,080 \text{ b/}}$	461.54 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 5a divided by 2,080
5c. Overtime	None	None	None	2.40 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 5a divided by 2,080
a/	160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)			
b/	2,080 equals the number of hours in one work-year.			
c/	Time span since the start of the first reporting period to the end of the current reporting period is six months.			

Procedures for Calculating Figures for Monthly Report of Full-time Equivalent/Work-Year Civilian Employment Shown at Attachment 5

Employment/Hours Category Line	Employment/Hours, FTE, and Work-Years For Current Reporting Period			
	Employment and Hours (1)	Full-Time Equivalent Employment (2)	Work-Years (3)	Work-Years Cumulative to End of Current Period c/ (4)
6a. Full-time with Temporary and Indefinite Appointment	10,523 equals number of full-time employees with tenure code 3, with tenure 0 who are not permanent SES employees who contributed to hours worked during current reporting period. Lines 2a and 6a should equal the total number of employees with a full-time work schedule	10,523 equals the sum of lines 6b and 6c of this column	809.46 equals the sum of lines 6b and 6c of this column	4,907.70 equals the sum of lines 6b and 6c of this column
6b. Straight Time	1,683,680 equals hours of work performed at their rate of basic pay by employees in 6a	10,523 equals $\frac{160 \text{ a/}}{\text{line 6b, column 1 or } 160 \text{ a/}}$ $\frac{1,683,680}{160 \text{ a/}}$	809.46 equals $\frac{\text{line 6b, column 1 or } 2,080 \text{ b/}}{2,080 \text{ b/}}$ $\frac{1,683,680}{2,080 \text{ b/}}$	4,903.83 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 6a divided by 2,080
6c. Overtime	None	None	None	3.85 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 6a divided by 2,080

a/ 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b/ 2,080 equals the number of hours in one work-year.

c/ Time span since the start of the first reporting period to the end of the current reporting period is six months.

Procedures for Calculating Figures for Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment Shown at Attachment 5

Employment/Hours, FTE, and Work-Years For Current Reporting Period			
Employment/Hours Category Line	Employment and Hours (1)	Full-Time Equivalent Employment (2)	Work-Years (3)
			Work-Years Cumulative to End of Current Period c/ (4)
7a. Intermittent	23,073 equals number of employees (regardless of type of appointment) with no prescheduled tour of duty who contributed to hours worked during current reporting period	23,573 equals the sum of lines 7b and 7c of this column	1,813.31 equals the sum of lines 7b and 7c of this column
7b. Straight Time	3,691,680 equals hours of work performed at their rate of basic pay by employees in 7a	23,073 equals lines 7b, column 1 or $\frac{160 \text{ a/}}{3,691,680}$	11,076.92 equals the total straight time hours worked since the start of the first reporting period to the end of the current reporting period by employees in 7a divided by 2,080
7c. Overtime	80,000 equals overtime hours of employees in line 7a as defined in line 1c, column 1	500 equals line 7c, column 1 or $\frac{160 \text{ a/}}{80,000}$	128.37 equals the total overtime hours worked since the start of the first reporting period to the end of the current reporting period by employees in 7a divided by 2,080

a/ 160 equals the number of hours available to a full-time employee during the current reporting period, which covers two biweekly pay periods. (If the current period covered three biweekly pay periods this would be 240 instead of 160.)

b/ 2,080 equals the number of hours in one work-year.

c/ Time span since the start of the first reporting period to the end of the current reporting period is six months.



Editing of the SF 113-G ReportGeneral

There are a number of edits that should be performed by each submitting agency to assure accuracy of the SF 113-G data submitted. These edits should uncover most errors; the additional checks described below should also be made so that the data are checked for reasonableness.

Since timely, accurate and reasonable data are a valuable source of information to the agency, to the Office of Personnel Management and to the Office of Management and Budget in work-years and budget planning, each agency should, in addition to the mechanical edits, apply logical checks to its SF 113-G data.

Each agency should be able to explain where changes in its work-year data occurred and should furnish along with the SF 113-G report specific explanations of any sizeable changes in work-year data by footnotes or attachments to the form. These explanations will facilitate analysis of Federal civilian work-year data as well as a way to verify the accuracy of the data provided.

Logical and Mechanical Edits

Below are edits agencies should use to assure the accuracy and reasonableness of the data provided. This list is by no means an exhaustive one. The Office of Personnel Management welcomes any additional edits that agencies may have for improving the quality and accuracy of the data.

- (1) Check to see that the form is signed by the person responsible for the report and is completely filled out, although entries for which there is no data may be left blank.
- (2) Agencies providing both an agencywide report and a report for noncitizens overseas should assure that both forms are complete and that the data shown on the report for noncitizens overseas are included in the agencywide report.
- (3) Although SF 113-G reports are not required (unless specifically requested) from suborganizations within an agency, the overall agency report must reflect the same period covered for each suborganization.
- (4) Each report covers at least two biweekly pay periods (unless an exception is granted) ending prior to and closest to the end of the calendar month, with exception possibly of the last report of the fiscal year.
- (5) Each straight time (line b) and overtime (line c) line should include both (a) hours worked by employees comprising the current active work force and (b) hours worked by employees who separated from the agency during the current reporting period.
- (6) Although agencies can estimate their employment and hour data to meet the scheduled pay period coverage, the end of the fiscal year report should reflect in column 3 the actual number of work-years used during the period being reported and in column 4 the actual number of work-years used for the entire fiscal year.
- (7) Column 5 should reflect work-year ceilings assigned by the Office of Management and Budget. The figures on lines 1b, 2b, and 3b will remain constant for each reporting period unless a change has been approved by OMB. When such a ceiling

change occurs, the agency SF 113-G report should be annotated by an asterisk (*) next to the figure that has been changed with a footnote indicating that there is a change.

- (8) Lines b and c of each line of column 1 should be in terms of hours.
- (9) For column 1, the sum of lines 2a and 3a should equal 1a.
- (10) For column 1, the sum of lines 4a, 5a, 6a, and 7a should equal 3a.
- (11) For column 1, the sum of lines 2b and 3b should equal 1b.
- (12) For column 1, the sum of lines 4b, 5b, 6b, and 7b should equal 3b.
- (13) For column 1, the sum of lines 2c and 3c should equal 1c.
- (14) For column 1, the sum of lines 4c, 5c, 6c, and 7c should equal 3c.
- (15) The sum of lines 4a and 5a in column 1 should equal the total number of part-time employees who received pay for any part of the pay periods reported.
- (16) The sum of lines 2a and 6a should equal the total number of full-time employees who received pay for any part of the pay periods reported.
- (17) For each column 2, 3, and 4 each line a entry is the sum of line b and c entries immediately following.
- (18) Entries for columns 1 and 2 should be rounded to whole numbers.
- (19) Entries for columns 3 and 4 should be rounded to 2 significant decimal places.
- (20) Each line b entry in column 2 is obtained by dividing the corresponding line b entry in column 1 by 160 (if two biweekly pay periods) or by 240 (if three biweekly pay periods).
- (21) Each line c entry in column 2 is obtained by dividing the corresponding line c entry in column 1 by 160 (if two biweekly pay periods) or by 240 (if three biweekly pay periods).
- (22) Each line b entry in column 3 is obtained by dividing the corresponding line b entry in column 1 by 2,080.
- (23) Each line c entry in column 3 is obtained by dividing the corresponding line c entry in column 1 by 2,080.
- (24) Check to make sure column 4 reflects cumulative work-years to date. The end of the fiscal year report would reflect cumulative work-years for 26 biweekly pay periods.
- (25) Note that since line 1a, column 1 of the SF 113-G reflects both the current active work force plus employees who separated but contributed to the hours worked during the current reporting period, it will most likely be greater than line 29, column A of the SF 113-A which reflects headcount employment at the end of a reporting period (which may or may not be the same as the SF 113-G depending on whether data on the SF 113-A is as of the pay period closest to the end of the month or as of the end of the month). Data in line 1a, column 1 of the SF 113-G will be greater

than data in line 29, column A of the SF 113-A by roughly the number of separations occurring during the reporting period. Of course, there are other differences in coverage between the SF 113-A and SF 113-G which must also be taken into consideration.

- (26) Each "a" entry in column 2 will always be less than or equal to the corresponding "a" entry in column 1 unless there are employees with basic work weeks of more than 40 hours.
- (27) Data reflected in column 3 for the first report of the fiscal year will always equal the data in column 4.

Reporting of Certain Categories of Employees Under the Full-time
Equivalent (FTE)/Work-Year Basis

<u>Category</u>	<u>How Reported</u>
Effective date of ceiling counts	Cumulative-covers all paid s/t (straight time) hours in the agency during course of year (except as noted below).
Definition of Full Time Permanent	Full-time employees with permanent appointments (ftpa).
Definition of "Other" Employment	The derived ceiling, i.e., the difference between an agency's <u>Total</u> employment ceiling and the <u>Full-time with Permanent Appointment</u> ceiling.
Temporary employees (NTE 1 year appts)	Counted in "other" category for all paid s/t hours during course of year even if off agency rolls by 9/30.
Term employees (1-4 year appts.)	All paid s/t hours charged to "other" category because they do not have permanent appointment.
Intermittent employees	Counted against "other" category for all s/t paid hours during year even if off during September.
Permanent Part-time employees	Counted against "other" category for all paid s/t hours during year.
Employees who have been separated during fiscal year	Counted for all paid s/t hours during year-either against "ftpa" or "other" category depending upon appointment and schedule.
Employees on LWOP, Furlough, or Suspension Status	Not counted until the employee returns to pay status.
Seasonal Employees	Counted for all paid s/t hours during year-either "ftpa" or "other" depending upon appointment and schedule, e.g., permanent-seasonals who work full-time during the season are charged to full-time permanent.
WTOP Employees (1st yr.) Summer Aids Stay-In-School Federal Junior Fellowship Program Pre-retirement leave (only when certain conditions are met-see instructions)	Exempt from ceiling.
Overtime	Not counted against ceiling; however, is reported as appropriate.

<u>Category</u>	<u>How Reported</u>
Veterans Readjustment Appointees (VRA)	Counted as "ftpa" because appointment is tenure group 2.
Handicapped or mentally retarded persons while serving on 700-hour trial basis (When Temporary appointment given)	All paid s/t hours charged to "other" category while employee is serving on trial basis.
FT Employees serving under Temporary Appointments pending Establishment of Register (TAPER)	All paid s/t hours charged against "other" because appointee is in tenure group 3.
FT Employees serving under Temporary Appointments (NTE 1 yr) who have been extended beyond first year	All paid s/t hours charged against "other" because appointee is in tenure group 0.
Cooperative education (Co-op) student employees	Employees have permanent appointments (tenure group 2). All paid s/t hours charged against "ftpa" or "other" category depending on work schedule.
Presidential Management Interns	Employees have permanent appointments (tenure group 2). All paid s/t charged against "ftpa" category.
Employees of nonappropriated fund activities (NAF)	Not counted against ceilings.
Personnel resources under contract with private industry.	Not Federal employees, and therefore not counted against ceilings.
IPA mobility assignees	All paid s/t hours charged from Federal employees on assignment if agency pays more than 50% of salary, and non-Federal assignees if appointed under 5 USC 3374 for more than 30 days.
Detailees	All paid s/t hours is charged against the appointing agency from which the employee is payrolled whether or not the agency is reimbursed for the hours worked by the employee detailed to another agency.

FY 82 Time Schedule for the Monthly
Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G)

Report Number	Reporting Period	<u>No. of Biweekly Pay Periods Covered</u>		Date Due for Report
		This Report FY to Date		
1	October 4 - October 31, 1981	2	2	November 15, 1981
2	November 1 - November 28, 1981	2	4	December 15, 1981
3	November 29 - December 26, 1981	2	6	January 15, 1982
4	December 27, 1981 - January 23, 1982	2	8	February 15, 1982
5	January 24 - February 20, 1982	2	10	March 15, 1982
6	February 21 - March 20, 1982	2	12	April 15, 1982
7	March 21 - April 17, 1982	2	14	May 15, 1982
8	April 18 - May 29, 1982*	3	17	June 15, 1982
9	May 30 - June 26, 1982	2	19	July 15, 1982
10	June 27 - July 24, 1982	2	21	August 15, 1982
11	July 25 - August 21, 1982	2	23	September 15, 1982
12	August 22 - October 2, 1982*	3	26	October 15, 1982

* Covers 3 biweekly pay periods.

Note: The first report for FY 1983 is to cover the period October 3 - October 30, 1982. The second report is to cover October 31 - November 27, 1982 and so on. The last report for FY 1983 is to cover August 21 - October 1, 1983. Each report covers at least two biweekly pay periods ending closest to the end of the month. (Most reports will cover 2 biweekly pay periods; a few reports will cover 3 biweekly pay periods.)

FY 83 Time Schedule for the Monthly
Report of Full-time Equivalent/Work-Year Civilian Employment (SF 113-G)

		<u>No. of Biweekly Pay Periods Covered</u>		
Report Number	Reporting Period	This Report FY to Date		Date Due for Report
1	October 3 - October 30, 1982	2	2	November 15, 1982
2	October 31 - November 27, 1982	2	4	December 15, 1982
3	November 28 - December 25, 1982	2	6	January 15, 1983
4	December 26, 1982 - January 22, 1983	2	8	February 15, 1983
5	January 23 - February 19, 1983	2	10	March 15, 1983
6	February 20 - March 19, 1983	2	12	April 15, 1983
7	March 20 - April 30, 1983*	3	15	May 15, 1983
8	May 1 - May 28, 1983	2	17	June 15, 1983
9	May 29 - June 25, 1983	2	19	July 15, 1983
10	June 26 - July 23, 1983	2	21	August 15, 1983
11	July 24 - August 20, 1983	2	23	September 15, 1983
12	August 21 - October 1, 1983*	3	26	October 15, 1983

* Covers 3 biweekly pay periods.

Note: The first report for FY 1984 is to cover the period October 2 - October 29, 1983. The second report is to cover October 30 - November 26, 1983 and so on. The last report for FY 1984 is to cover August 19 - September 29, 1984. Each report covers at least two biweekly pay periods ending closest to the end of the month. (Most reports will cover 2 biweekly pay periods; a few reports will cover 3 biweekly pay periods.)

SAMPLE AGENCY CONTACT NOTIFICATION LETTER

Agency Name:
 Agency Address:
 Date:

Office of Personnel Management
 Compliance and Investigations Group
 Work Force Analysis and Statistics Division
 Surveys and Information Branch
 1900 E Street, N.W.
 Washington, D.C. 20415
 Attention: SF 113-G, Room 6441
 (Stop 227)

Branch Personnel:

As requested, the following persons are responsible for the SF 113-G, Monthly Report of Full-time Equivalent/Work-Year Civilian Employment, due at the Office of Personnel Management by the 15th of the month which follows the month containing the period being reported.

Supervisory Official Primarily Responsible for Agencywide Report (not Subelement Reports)	Commercial or FTS Phone (Indicate Which)	Working-Level Contact	Commercial or FTS Phone (Indicate Which)
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These staff members should be able to answer any questions you would have on the SF 113-G report.

Sincerely,

Director of Personnel

Note: Each agency should regularly notify the Office of Personnel Management of any changes in personnel responsible for the SF 113-G report.

Definitions for the Supplement to the SF 113-A Covering Part-time
Permanent Employees on a Fractional Basis

1. Total Ceiling Employment (Line 29 of the SF 113-A) as of September 30 of each year.
2. Part-time Permanent Employment Included in Line 29 (Total Ceiling Employment) of the SF 113-A as of September 30. Part-time permanent employees are defined as those part-time employees (regardless of scheduled workweek) with tenure codes 1 and 2 and all SES employees except those serving under "limited term" or "limited emergency" appointments.
3. Total Ceiling Employment Minus Part-time Permanent Employment (Item 1 minus Item 2)
4. Fractional Counting of Part-time Permanent Employment in Item 2. The procedure for obtaining the fractional count of part-time permanent employment is as follows:
 - a. Obtain the total number of hours per week for employees in Item 2 based on their regularly scheduled workweek during the last week of pay period of the fiscal year. This is not the actual hours these part-time permanent employees worked, but the hours they are regularly scheduled to work.
 - b. Divide Item 4a (i.e., the total number of scheduled hours of part-time permanent employees) by 40 to obtain the adjusted figure for Part-time Permanent Employees in Item 4.
5. Total Ceiling Employment in Compliance to P.L. 95-437 (Item 3 plus Item 4)

Submit both the SF 113-A and the supplemental report (due October 15) to:

Office of Personnel Management
Work Force Analysis and Statistics Division
Surveys and Information Branch
1900 E Street, N.W.
Washington, D.C. 20415
Attention: SF 113-A Supplemental Report, Room 6441
(Stop 227)

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

RESEARCH REPORT
NO. 1000

BY
J. H. HARRIS

AND
J. E. HARRIS

CHICAGO, ILLINOIS
1955

RECEIVED
JANUARY 10, 1956

CHICAGO, ILLINOIS
1955

Illustrative Example for Providing Data in Compliance with P.L. 95-437

Department or Agency: Department of Government a/
 Report Month and Year: September 30, 1982
 Employment Coverage: Total Ceiling Employment

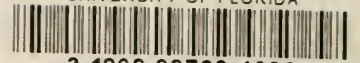
Item Number

1.	Total Ceiling Employment (Line 29 of the SF 113-A) as of September 30, 1982.	20,500
2.	Part-time Permanent Employment Included in Line 29 (Total Ceiling Employment) of the SF 113-A as of September 30, 1982 <u>b/</u> .	500
3.	Total Ceiling Employment Minus Part-time Permanent Employment (Item 1 minus Item 2).	20,000
4.	Fractional Counting of Part-time Permanent Employment in Item 2 Above.	300
5.	Total Ceiling Employment in Compliance with P.L. 95-437 (Item 3 plus Item 4).	20,300

a/ This report is to reflect agency-level coverage; bureau or suborganization reports are not required.

b/ For OMB employment ceiling reporting purposes, part-time permanent employees are defined as those part-time employees (regardless of scheduled workweek) with tenure codes 1 and 2, and all SES employees except those serving under "limited term" or "limited emergency" appointments.

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